

DEFENSE INTELLIGENCE AGENCY
REGULATION NO. 59-5

HEADQUARTERS, DEFENSE
INTELLIGENCE AGENCY
WASHINGTON, DC 20301
27 February 1980

INTELLIGENCE DISSEMINATION/REFERENCE SERVICES

CIA CENTRAL REFERENCE SUPPORT TO THE DEPARTMENT OF DEFENSE

1. PURPOSE: To establish guidance and procedures for Department of Defense (DoD) activities for obtaining reference service from the Central Intelligence Agency (CIA).

2. REFERENCE: DIAM 59-3, "DIA Reference Library."

3. APPLICABILITY: This regulation applies to all DoD intelligence activities which utilize the Office of Central Reference (OCR), CIA. It concerns only requests for reference service.

4. AUTHORITY: This publication provides intelligence guidance to all DoD components and is issued under the authority delegated in DoD Directive 5105.21, "Defense Intelligence Agency," by the Secretary of Defense to the Director, Defense Intelligence Agency.

5. DEFINITION: In this regulation, reference service is defined as a request for a subject search as opposed to a request for loan of a specific document.

6. SUPERSESSION: This regulation supersedes DIAR 59-5, 5 April 1978, as amended.

7. POLICY:

a. As a service of common concern the OCR provides, on an "as able" basis, reference service for nonmilitary information of any date and for military information dated prior to 1964.

b. All DoD requests for loan or reproduction of CIA documents will be submitted in writing to the Defense Intelligence Agency, Central Reference Division, Library Branch (RTS-2A), in accordance with DIAM 59-3.

c. CIA will accredit DoD personnel for the purpose of visiting OCR facilities.

d. DoD components will insure that requests for OCR service conform to the guidelines furnished.

8. PROCEDURES:

a. *Requests for Reference Service.*

(1) All DoD requests for reference service, other than biographic, must be submitted in writing directly to:

Central Intelligence Agency
Office of Central Reference
ATTN: Chief, Information Services Group
Washington, D.C. 20505

(2) DoD components may submit requests for biographic information on nonmilitary personalities to OCR orally.

b. *Personal Visits for Reference Services.*

(1) In addition to the reference service requests (paragraph 8.a), the security officers of the appropriate DoD components will forward an official certification of security clearances to:

Central Intelligence Agency
Office of Central Reference
ATTN: Security Officer
Room 2E61
Washington, DC 20505

(2) The certification will include the full name of the proposed visitor, his date and place of birth, his grade and assignment, clearances held, and a brief statement of the purpose of the proposed visit(s).

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(3) OCR will notify the visitor when his security clearances have been established. These will remain in force for a period of 6 months, and must then be renewed.

(4) Although security clearances are granted for

6-month periods, cleared individuals desiring to make visits to OCR will make prior arrangements for each visit with the person they wish to see or with the Office of Chief, Information Services Group.

FOR THE DIRECTOR:

OFFICIAL:


MANLEY S. SULLIVAN
Acting Chief, Publication
and Presentation Division

RICHARD X. LARKIN
Major General, USA
Chief of Staff

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